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OPERATIONAL PERFORMANCE CENTERS--- UPDATE

Financial Analysis Center Concept of Operations

The purpose of the Financial Analysis Center's Concept of Operations is to outline the initial and basic tasking and work completion process that will generate and deliver workload between the Center and their core customers. Pre-Award Survey Managers and ACOs / Contract Administrators.

The Center is currently in the process of implementing a DCMA-wide financial analysis enterprise system. A more detailed and complete Concept of Operations will be available through the Financial Analysis Center's Guidelines at a later date.

Financial Analysis Center Concept of Operations

- **Interface between the Center and Pre-Award Survey Managers**

The SF1407 through PASS (Pre-Award Survey System) will still be utilized as the primary document that captures contractor's financial capabilities for the Pre-Award Survey Process.

- **How Pre-Award work gets to the Financial Analysis Center**

- The Pre-Award Survey Manager will notify the Center's Director for a need to perform a Pre-Award financial analysis via Email.
- The Email will consist of a brief summary text with the attached SF 1403 and SF 1407(.sis data format). It will include a statement of customer expectations, the required due date and any other supplemental information.

- **How Pre-Award products/services are delivered to the CMOs**

- Upon completion of the analysis, the Director is responsible for completion of the applicable portion of the SF 1407.
- The Director will forward the completed SF 1407(.sis data format), as an Email attachment, back to the Pre-Award Survey Manager, along with a brief summary text stating the completion of the request.

- **Performance Standards/Expectations**

The Center's average response time for financial analysis per contractor will be three working days. As the processes within the Financial Analysis Center becomes more streamlined, the Center will strive to reduce the response time. The Center's Director reserves the right to accept qualified urgent requests with a turnaround time of one working day or less. The Center will maintain a PASS system that will be accessible to all Pre-Award Survey Managers and their back-ups.

Financial Analysis Center Concept of Operations

- **Interface between the Center and ACOs or Contract Administrators.**
In many cases, after a contract is awarded, continuous financial surveillance must be performed to ensure proper contractor execution and timely delivery of products.
- **How Post-Award work gets to the Financial Analysis Center**
 - The ACOs or Contract Administrators will notify the Center's Director (TBD) for a need to perform a financial analysis via Email.
 - The Email will contain a brief summary text consisting of information to include customer expectations, CAGE code, contractor name, associated products and programs, requested suspense date, and/or any other pertinent information deemed necessary by the requestor and the Center's Director.
- **How Post-Award products/services are delivered to the CMOs**
 - Upon completion of the analysis, the Center's Director is responsible for delivery of the product to the ACOs or Contract Administrators and/or their designees.
 - The Center's Director will forward the completed product (in .doc data format) as an Email attachment.
- **Performance Standards/Expectations**
Post Award financial surveillance products will be standardized within a MS Word format, but can be customized per the requestor's needs. The average response time per Post-Award request will be five working days.
As the processes within the Financial Analysis Center becomes more streamlined, the Center will strive to reduce the response time. The Center's Director reserves the right to accept qualified urgent requests with a turnaround time of one working day or less.

09/09/10